

VACANCY ANNOUNCEMENT 2006-02

DIRECTOR OF INFORMATION TECHNOLOGY (SYSTEMS MANAGER)

**Office of the Clerk
United States Bankruptcy Court
District of Massachusetts**

OPENING DATE: May 5, 2006

CLOSING DATE: Until Filled

SALARY RANGE: CL 30: \$74,654 - \$121,378
CL 31: \$87,827 - \$142,758
(Salary commensurate with qualifications, experience and time in grade requirements)

POSITION SUMMARY

This position is located in the United States Bankruptcy Court in Boston, Massachusetts. The Director of IT is responsible for implementing, coordinating, and monitoring the major systems used in the United States Bankruptcy Court's three offices, as well as the special programs developed locally for the support of court functions. The Director of IT must be skilled in the application of management principles and able to select and originate effective methods and procedures to be used for the attainment of basic department objectives. The Director of IT is responsible for long-term strategic planning of automation resources, for the support and technological integration of the automation programs within the Court, and for managing the day-to-day support functions necessary to maintain the various systems 24/7. The Director of IT is assisted by the Assistant Director and is responsible for the management of the entire automation staff. The Director is an integral part of the Court management team and participates in the monthly meeting of the Court's Automation Committee, chaired by the Chief Judge or the automation liaison judge. The Director reports to the Clerk and the Chief Deputy Clerk.

DUTIES AND RESPONSIBILITIES INCLUDE

- Researches, identifies and adapts national proposed systems equipment; evaluates proposed systems equipment, configurations and makes recommendations; recommends placement and utilization; identifies need for supplemental equipment and works with vendors. Directs purchases of commercial software identifying alterations or custom designs. Recommends proper housing space and utilities for systems hardware. Ensures physical and logical security for systems hardware and software within the Court's three offices and at off-site locations that access systems through the VPN.
- Develops and manages the execution of implementation plans for all Court automated systems including administrative applications, electronic mail, word processing and data and telecommunications. Identifies software applications and hardware features that meet specific needs; initiates the development of these applications. Oversees the testing and evaluation of new releases of software prior to the distribution of the applications; devises security systems for hardware, software and data. Manages training programs in system use and capabilities. Maintains library of software, including documentation of locally developed material.
- Manages systems maintenance activities. Monitors in-house routine housekeeping functions. Monitors software maintenance in the form of installing new software releases as well as local

functions such as database backup and reconfiguration.

- Ensures ongoing evaluations of automated systems and existing software applications to determine use, performance, response times adequacy, quality and available capacities. Identifies, analyzes and corrects problems and makes modifications.
- Ensures safety, security and integrity of databases to include user accesses, off-site storage and security procedures. Works as part of a team to develop and manage a continuity of operations plan (COOP) in the event of a major system failure within a building, a fire, and/or other building or local disaster.
- Works with judges, Clerk of Court, Chief Deputy and court managers to identify training needs and/or programs in the area of automation. Develops and oversees training programs for systems personnel, and Court staff, as appropriate, and provides advice to all users in the effective use of automated resources.
- Works with judges, Clerk of Court, Chief Deputy and court managers to identify automation needs, objectives, and capabilities, including anticipation of future requirements and problems. Presents technical information to judges, Clerk of Court, Chief Deputy and court managers on automated system-related topics. Develops and implements short- and long-range automation improvement plans ensuring that changes can be implemented with minimal disruption. Develops and manages implementation plans for all Court automated systems including administrative applications, telecommunication, video conferencing, electronic mail and word processing. Prepares special management reports as required.
- Reviews changes in legislation, court rules, internal operating procedures and applicable Administrative Office and government-wide directives and makes appropriate systems changes after informing and/or consulting with management, as appropriate.
- Participates in district, regional and national conferences to enhance professional growth, identify best practices, and improve systems and technology support, and encourages systems staff to do the same.
- Develops budget plan for the court's automation program; allocates resources to support the development and maintenance of automated networks; works with management to develop an automation budget and to acquire necessary hardware and software; manages the approved budget including procurement and inventory control of computer hardware and software.
- Assigns, explains, and approves work requirements to subordinate levels of supervision for current, new or changed programs, functions, goals and processes.
- Evaluates work performance of systems staff and assists in the selection, development and training of new systems staff; recommends positive personnel actions concerning systems staff, and delivers constructive criticism with tact and respect.
- Occasional travel to the divisional offices and off-site locations required.
- Performs other duties as assigned.

QUALIFICATIONS

Applicants must have at least five years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain a) skill and tact in dealing with others in person-to-person work relationships; b) the ability to exercise mature judgment; and c) a thorough knowledge of the basic concepts, principles, and theories of management applicable in a systems department. The position also requires extensive knowledge and experience as regards the theories, principles, practices and techniques related to the field of information technology, including the latest developments in computer hardware and software, court automation and communications. Experience in administering, establishing and/or implementing large automation systems is required.

A bachelor's degree or higher in computer science or related field is strongly preferred. Prior management experience in a court setting also desirable. General aptitude to learn new operating

system languages and applications. Ability to effectively communicate orally and in writing with systems staff, court staff, judges, management, the bar and the public. Skill at applying existing or new principles in difficult, challenging or doubtful situations. Must demonstrate a strong commitment to developing a supportive, collegial team environment, and have the ability to mentor and train employees in the use of technology and to help them to achieve and assume higher levels of responsibility.

Technical skills should include knowledge of sophisticated programming methods, practices and applications sufficient to extract and format data in INFORMIX and SQL relational database management system environment. Knowledge of the LINUX operating system and INFORMIX compliant relational database management system, Novell and Unix.

APPLICATION PROCEDURE: Please submit a detailed cover letter and resume to Paula Charette, Personnel Specialist, U.S. Bankruptcy Court, 1101 Thomas P. O'Neill Federal Building, 10 Causeway Street, Boston, MA 02222; fax # (617) 565-8475, email paula_s_charette@mab.uscourts.gov

No local funds are available for reimbursement of travel expenses for interviews or for relocation expenses.

AN EQUAL OPPORTUNITY EMPLOYER

*All appointments subject to FBI Fingerprint Background Check, with periodic reinvestigation, if applicable.
Retention depends upon a favorable suitability determination.*